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THE CO-OP CHRONICLE

PUBLISHED BY THE OFFICE OF COOPERATIVE EDUCATION

VOLUME 5 NO. 3 PRAIRIE VIEW A&M UNIVERSITY PRAIRIE VIEW TEXAS JUNE 1981



VICTOR D. JONES
J I Case - Racine, Wisconsin

OPPORTUNITIES!! OPPORTUNITIES!!

I am Victor D. Jones, a Cooperative Education student majoring in Mechanical Engineering working with J I Case of Racine, Wisconsin, a company that manufactures agricultural tractors and construction equipment.

My educational learning experience project was to draw a schematic of the power train or drive line, while providing costs and other pertinent data of the major components in the drive line on each machine with the J I Case Company.

When all the data has been gathered and the schematics completed, it will be turned in to Mr. Tom Fredrickson, Senior Design Engineer, Mr. Jack Reinhardt, Project Engineer or Mr. Jim Lempke, Engineer Manager. They will in turn present it to the management team. There will be an oral and slide presentation.

Just look at the educational developmental opportunities I am experiencing!!

This is what's so good about the Cooperative Education Program, the faculty and administration at Prairie View A&M University.

WHAT IS COOPERATIVE EDUCATION?

Cooperative Education is a carefully organized and supervised program of "experiential learning" in which the participating student enriches his or her study by alternating periods of study with periods of meaningful work.

The term "cooperative education" suggests a need for the cooperation between outside agencies and educational centers in combining their resources to producing a more effective total experience for the student.

In summary, Cooperative Education is supervised employment in an occupational field which enhance learning and vocational adaptations and enables the students to become better acquainted with both theory and practice as he makes the transition from campus life to "real" life in the world of work.

**And the money
you make**



"As one brother to another, Mr. Moore, I

HOW THE PROGRAM WORKS

The Cooperative Education Program at Prairie View A&M University is an optional program. The student alternates semesters of full time study with semesters of full time work - or some similar arrangement mutually agreed upon by the student, the employer, and the University.

Under this program, the student spends his first year on campus as a full time student. Then based on the nature of his work assignment during the summer following his freshman year he will start his regular co-op assignment at the beginning of his sophomore year, or at some time mutually agreed upon.

PROCEDURES TO PARTICIPATE IN THE PROGRAM

General Regulations:

You must meet the requirements for admission into the University (see latest University Bulletin, check with your High School Counselor or contact the Cooperative Education Director).

Cooperative Education students must be registered as full-time students during each term of the academic year; either as students on a co-op assignment or attending classes at Prairie View A&M University. Registration for co-op work assignments is completed in the same manner as registration for class attendance. You are considered a full-time student even while on a co-op assignment. You must not participate as a co-op student if you are not registered!

- A. Students interested in co-opping should apply for the Cooperative Education Program as soon as possible after properly enrolling at the University.

- B. Fill out Cooperative Education Survey Form.

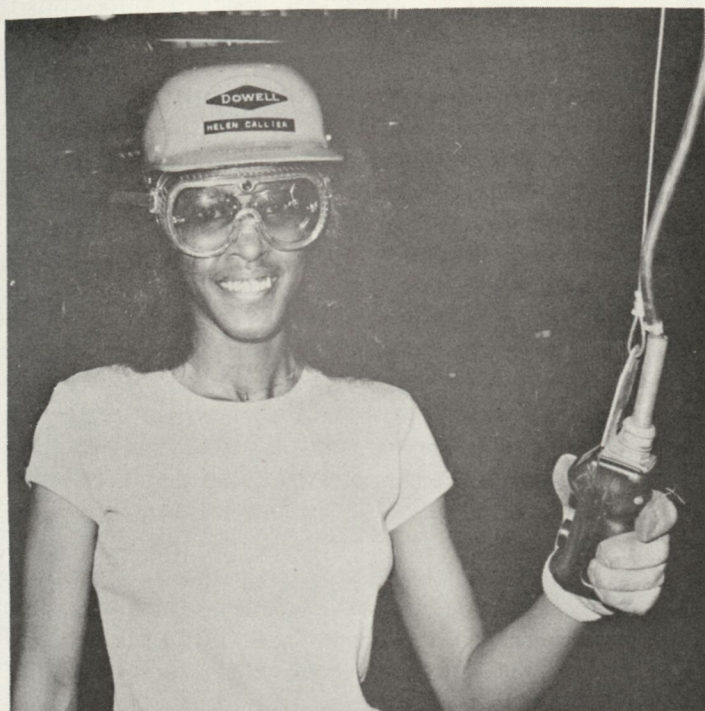
Make an appointment to discuss completed application and forms with college/departement head, coordinator.

Discuss application, forms, policies, and procedures with Cooperative Education Coordinator or Director of the Division of Cooperative Education.

- C. Fill out application for admission to the Cooperative Education Program, sign it, have application approved by the Cooperative Education Coordinator or advisor from your department, and return it to the Cooperative Education Office, Room 308 of the Career Education and Placement Center.
- D. Students should evaluate their total school program and curriculum, have a conference with their co-op coordinator, get permission from parents and make sure all University fees are paid before you make a commitment to a co-op work agreement.

For further information about the procedures to participate in the program, contact:

Director
Division of Cooperative Education
Prairie View A&M University
P. O. Box 2746
Prairie View, Texas 77445
(713) 857-4058 or 857-4092



HELEN CALLIER
Dowell - Tulsa, Oklahoma

DOWELL COOPERATIVE EDUCATION ASSIGNMENT OVERVIEW

As a Mechanical Engineer major, I was overwhelmed to be a co-op participant with the Tulsa facilities of Dowell Division of the Dow Chemical USA. Being able to actually visualize and relate my classroom training with on-the-job training was worthwhile because the Co-operative Education period expanded my knowledge in the broad-based field of Mechanical Manufacturing Process.

My job duties and responsibilities consisted of:

1. Logging all incoming purchase orders and the amount of parts that required inspecting.
2. Checking blueprints carefully to see if they are the latest revision or if they contained any other errors.

3. Inspecting mechanical parts.
4. Logging all parts that have been accepted and rejected, call vendor to inform him of the reason for rejection.

I enjoyed working the Quality Control Department. I was able to perform the actual duties of an Inspector. The on-the-job experience I have attained has enriched and enhanced my understanding in the Mechanical Quality Control field. Dowell is a wonderful company for which to work. I definitely am looking forward to my next work assignment.

Helen Callier

HOW PARENTS SHOULD VIEW COOPERATIVE EDUCATION

This Newsletter will answer some questions parents may have about the Cooperative Education Program.

- Q: What will the Co-Op Program do for my son or daughter?
- A: The enormous benefits to be gained from co-oping far outweigh such factors as the extra year before graduation. For example the Co-Op program provides for:
- Nearly two years of work experience in one's chosen field.
 - Higher starting salaries compared with non-co-ops.
 - More clearly defined career goals and better job choices.

- A more realistic view of business.
- Job responsibilities that help the student develop maturity and self-confidence in his abilities.
- Salaries that help reduce the burden of college expense.
- An easier transition from the schoolworld to the work world.
- Relief from the monotony of continuous study.
- A longer time to decide if the curriculum is best for the student.

WHAT SALARY WOULD MY SON OR DAUGHTER RECEIVE?

Earnings will vary based on academic major, company, location, number of work semesters, and experience. The general trend for co-op salaries has been upward. Most co-ops are able to pay expenses while at work and still have enough to pay a major portion of their school expenses. A factor will be their thriftiness and discipline concerning money.

COOPERATIVE EDUCATION: A REWARDING EXPERIENCE

My experience with Cooperative Education began during my sophomore year at Prairie View A&M University. The first co-op experience was with the United States General Accounting Office (GAO), located in Washington, D.C. I served as a Management Analyst. I worked in the Federal Personnel and Compensation Division with a Manager's Policies Group.

I assisted in evaluating Federal Agencies planning, executing and and recruiting processes; and

comparing related program accomplishments with congressional intent. I was involved in interviewing agency's officials at the Pentagon, gathering and analyzing data provided by these officials.

My second co-op experience was with the Internal Revenue Service (North Freeway), Houston, Texas. Serving in the capacity of Audit-Aide, I worked with experienced Internal Revenue Agents, Tax Auditors and Special Agents both in and out of the office. While working with Internal Revenue Agents and Tax Auditors, my paraprofessional duties were to assist them as they audited the tax returns of individuals and corporations, examine records, meet with tax payers and their representatives, identify and explain tax issues and determine their correct tax liability. My paraprofessional duties while working with Special Agents included searching for information on bank microfilm, inspecting public records and preparing analysis of cancelled checks and bank deposits.

From the novice of ideas of equal debits and credits to the attainment of CPA status these experiences have certainly served to prove conclusively a sense of direction.

My name is Gloria D. Bennett. I graduated from Kashmere Senior High School in Houston, Texas in 1978 and I am an Accounting major at Prairie View A&M University.



GLORIA D. BENNETT
IRS - Houston, Texas